



## 1. The Database

Your beer database is one of the most important features of the BeerModo Software. We start you out with a starter database that includes thousands of items. You can then enter your pricing and add any UPC codes that you might have that are not in the starter database. It is important to note that this can take some time, but making sure your data is correct is incredibly important to get the most out of this software.

You should have received a list of the BeerModo categories, which are the beer brands, from Pomodo. If you have not, go to [www.pomodosoftware.com/support-documents](http://www.pomodosoftware.com/support-documents) and scroll to the bottom. You will see a blue button to download the category list. There are instructions on this spreadsheet for removing brands you don't carry, adding brands not included, and associating brands with vendors. **Please fill this out and return it to [tech@pomodosoftware.com](mailto:tech@pomodosoftware.com) as soon as possible. This is the first step in getting data imported. If you would prefer to print this out and handwrite everything you can do that and send back via fax (814-742-4660), mail to 414 Ferndale Ave, Johnstown, PA 15905, or email [tech@pomodosoftware.com](mailto:tech@pomodosoftware.com).**

## 2. Importing your Database

Your starter database will be imported within 1 week of receiving your completed category/brand list back.

## 3. Cloud Back Office Training and POS System Delivery

Cloud Back Office Training and POS System Delivery are typically scheduled 1-2 weeks after your import has been done (this relies on the prompt return of the category list mentioned in #1 above).

The Pomodo Staff will deliver your POS system and all other additional hardware. Please have a "spot" ready to place your POS system and have an Internet connection/ power plug for it.  
(Call if you have any questions)

You will receive training on how to enter, edit and update your pricing for your products within your database. During this training, you will get access to the back office (Cloud) part of your software so that you can start working on your database. IMPORTANT: Please make sure you have access to a price list or easy access to pricing.

*We recommend that this training is done at a time where you are not distracted, as getting your items in the database correctly is vital to the use of the software.*

## 4. POS Training

This is normally a web-based training unless you have purchased more than one on site visit. If you have not purchased any additional onsite visits and decide you want to be trained onsite, another visit can be purchased at any time. Contact your sales rep to do this.

You will need some time to update your products and add pricing after you have received training on the cloud. **Once you have updated your database with all of your pricing and product edits, please call Pomodo at 814-288-5034 to set up your POS training and set a "go live" date.**

Training for the POS is typically done after you have updated your data base with all of your pricing and products. This also includes training for additional functionality in the Pomodo Cloud and training on the POS and how to ring up day to day transactions.

**Note:** Web based training and training at Pomodo's office in Johnstown, PA is always available at no additional charge.



5. Database Check Prior to Going Live: There are several checks we recommend that you do prior to going live. If you have any questions about these, please contact tech support.

Mark Complete	Task	Description
	<b>Check for tax and nontaxable Products</b>	Under Inventory→Products Select “Non-Taxable” under the tax group filter  Make sure that all products that come up in this search are products that should not have tax. If you find any that should be taxed, be sure to click on them and edit the tax group to the appropriate tax.
	<b>Check Keg Dep and Returns</b>	Make sure all Keg Dep are set up as non-inventory items  Make sure all Keg Returns are set up as Return items
	<b>Check Slushies</b>	Slushies need to be in the Dept of Beer and set up as non-inventory items  When taking product out of inventory to make the slushies, those products need to be put on a transfer out so that they are accounted for on your beer reports.
	<b>Check Vendors</b>	Make sure they are mapped for beer reports
	<b>Beer Report Set up</b>	Configuration→Report & Receipt Control→Beer Report Set up: Enter your Company Settings
	<b>Check all needed tender Types</b>	Configuration→Company Control→Payment types & Credit Cards: Make sure all forms that you take are listed.
	<b>Register Configuration Options</b>	Configuration→Desktop POS→POS Register Options  If you want to see your qty on hand and base price on the POS buttons, go to the Show on Product Button Section and make sure these are selected: QTY on Hand, Base Price  In the same section (POS Register Options), click on the Receipts tab and the Reports tab to review and set your options.
	<b>Check all Products</b>	<ul style="list-style-type: none"> <li>○ Check your products through the “Price/Change”</li> <li>○ Enter you prices</li> <li>○ Enter in your weighted average cost</li> <li>○ Check your Package Family</li> <li>○ Update bar codes</li> <li>○ Enter in new products</li> <li>○ Physical Inventory</li> </ul>

## 6. Go Live

Once training is complete, and the database information is all set, you can choose a go live date.

We like to know when you would like to go live with the POS, so that we can let our technicians know to be prepared for any questions that might come up.

Please note that one of the most important things for beer distributors is the PA Beer reports. In order for those to come out right, you must have done a physical inventory, you must be using the POS, and you must be using Purchase Orders to bring new inventory in. These are all vital to having your reports come out correctly.